

# FIT GUARD Implementation Checklist

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## Step-by-Step Deployment Guide

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### Phase 1: Planning (Week 1)

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#### Account Setup

Task	Status	Notes
Contact FIT GUARD for demo	<input type="checkbox"/>	support@fitguard.app
Review platform features	<input type="checkbox"/>	
Identify key stakeholders	<input type="checkbox"/>	
Define implementation goals	<input type="checkbox"/>	
Agree on timeline	<input type="checkbox"/>	

#### Requirements Gathering

Task	Status	Notes
List all locations/sites	<input type="checkbox"/>	
Count total guards	<input type="checkbox"/>	
Identify supervisors	<input type="checkbox"/>	
List client accounts needed	<input type="checkbox"/>	
Define report templates	<input type="checkbox"/>	
Map patrol routes	<input type="checkbox"/>	

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## Phase 2: Configuration (Week 2)

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### System Setup

Task	Status	Notes
Create company account	<input type="checkbox"/>	
Configure company settings	<input type="checkbox"/>	
Set up locations/sites	<input type="checkbox"/>	
Create user accounts	<input type="checkbox"/>	
Assign roles and permissions	<input type="checkbox"/>	

### Customization

Task	Status	Notes
Design report templates	<input type="checkbox"/>	
Configure alert settings	<input type="checkbox"/>	
Set up geofences	<input type="checkbox"/>	
Define shift schedules	<input type="checkbox"/>	
Create client portals	<input type="checkbox"/>	

### NFC Setup (if applicable)

Task	Status	Notes
Order NFC tags	<input type="checkbox"/>	
Plan checkpoint locations	<input type="checkbox"/>	
Install NFC tags	<input type="checkbox"/>	
Configure patrol routes	<input type="checkbox"/>	
Test checkpoint scanning	<input type="checkbox"/>	

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## Phase 3: Training (Week 3)

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### Administrator Training

Task	Status	Notes
Dashboard navigation	<input type="checkbox"/>	
User management	<input type="checkbox"/>	
Report configuration	<input type="checkbox"/>	
Analytics and exports	<input type="checkbox"/>	
Troubleshooting basics	<input type="checkbox"/>	

### Supervisor Training

Task	Status	Notes
Real-time monitoring	<input type="checkbox"/>	
Alert management	<input type="checkbox"/>	
Report review	<input type="checkbox"/>	
Team communication	<input type="checkbox"/>	
Mobile app usage	<input type="checkbox"/>	

## Guard Training

Task	Status	Notes
App installation	<input type="checkbox"/>	
Clock in/out process	<input type="checkbox"/>	
Report submission	<input type="checkbox"/>	
NFC scanning	<input type="checkbox"/>	
Panic alert usage	<input type="checkbox"/>	
Messenger basics	<input type="checkbox"/>	

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## Phase 4: Pilot (Week 3-4)

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### Pilot Deployment

Task	Status	Notes
Select pilot location	<input type="checkbox"/>	
Deploy to pilot team	<input type="checkbox"/>	
Monitor for issues	<input type="checkbox"/>	
Gather feedback	<input type="checkbox"/>	
Address problems	<input type="checkbox"/>	
Refine processes	<input type="checkbox"/>	

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# Phase 5: Full Deployment (Week 4+)

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## Rollout

Task	Status	Notes
Deploy to all locations	<input type="checkbox"/>	
Verify all users active	<input type="checkbox"/>	
Confirm client access	<input type="checkbox"/>	
Test all integrations	<input type="checkbox"/>	
Document procedures	<input type="checkbox"/>	

## Go-Live Verification

Task	Status	Notes
GPS tracking working	<input type="checkbox"/>	
Reports submitting	<input type="checkbox"/>	
Time clock functional	<input type="checkbox"/>	
NFC scanning working	<input type="checkbox"/>	
Alerts triggering	<input type="checkbox"/>	
Client access confirmed	<input type="checkbox"/>	

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# Ongoing Operations

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## Daily Tasks

Task	Frequency
Monitor dashboard	Daily
Review alerts	Daily
Check report submissions	Daily

## Weekly Tasks

Task	Frequency
Review analytics	Weekly
Export payroll data	Weekly
Team performance review	Weekly

## Monthly Tasks

Task	Frequency
Client satisfaction check	Monthly
System usage review	Monthly
Process optimization	Monthly

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## Support Contacts

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**Technical Support:** [support@fitguard.app](mailto:support@fitguard.app)

**Response Time:** Within 24 hours

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